



207 Waiver

Title

Legal Description / Ads

Policy or Appeals

Correspondence Between Legal & Staff

Letter of Authorization



Planning and Development Services Division
Historic Preservation Office
7447 East Indian School Road
Scottsdale, Arizona 85251

Documentation Requirements for the Cottages on 1st Avenue
COS Case 19-ZN-2018
September 13, 2018

1. A cover letter containing the relevant information needed for us to complete our review includes the following items:
 - a. A description of the project (including all planned actions), definition of the project area of potential effects (APE), and the agency's (or applicant's in this case) efforts to identify historic properties and obtain and consider the view of affected local governments, Indian Tribes, and other interested parties. For architectural properties, indicate whether the proposed action is an addition, replacement, repair, or demolition.
 - b. An evaluation of the eligibility of those resources for inclusion in the City of Scottsdale Historic Register (SHR), the Arizona or National Register of Historic Places (A/NRHP), including a recommendation of eligibility by the applicant.
 - c. A description of the cultural and historic resources that might be impacted directly, indirectly, or cumulatively by the proposed actions. This should include a discussion of the potential impacts of the undertaking on all SHR-eligible resources and the basis for these statements.
 - d. A finding of effect by the applicant; appropriate findings are: No Historic Properties Affected; No Adverse Effect; or Adverse Effect. There can be only one finding of effect for a given undertaking/plan.
 - e. A description and evaluation of the alternatives evaluated for the project. This should include alternatives specifically designed to avoid impacts to cultural resources or historic properties. An example would be restoration or rehabilitation of an existing historic structure rather than demolition.
 - f. Requested action on the part of Scottsdale Historic Preservation Officer (e.g., concurrence with definition of the APE, concurrence on determinations of eligibility, concurrence with a finding of effect, etc.).
2. A cultural resource inventory is necessary to evaluate whether or not: a) cultural or historic resources are present in the project area; b) any identified cultural or historic resources are eligible for listing on the City of Scottsdale Historic Register (SHR); and, c) the proposed project will adversely affect any City of Scottsdale Historic Register (SHR), the Arizona or National Register of Historic Places (A/NRHP) eligible properties that are eligible for, or listed on SHR or A/NRHP.
3. Measured drawings of the existing property and building, including a site plan, floor plan(s), building elevations of all sides of the building.
4. Photographs of the existing property and building.
5. Description of construction materials, methods, and techniques that are unique to the existing property and building.

The Arizona State Historic Preservation Office (SHPO) maintains a list of qualified professional archaeologists, historians, historical architects and/or architectural historians that can prepare these documents for your organization. If you need these resources, please contact SHPO.